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15 SEP 1971

DDP REGISTRY

FILE

0-112-1

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Follow On actions to the Inspector General's Survey of the Office of Personnel

REFERENCES : (a) Memo from DD/S for D/Pers dtd 12 July 71, Same Subj
(b) Memo for DD/S from D/Pers dtd 13 Aug 71, Same Subj

1. This memorandum is for your information.

2. Reference (a) requested a progress report on action by this Office to certain recommendations contained in the Inspector General's survey. It also requested continuing reports at 30-day intervals until all actions have been completed. Reference (b) reported our progress concerning the recommendations and indicated that continuing action would be necessary for recommendations Nos. 3, 4 and 11d. The following are brief statements concerning progress in the area of these three recommendations:

Recommendation No. 3

Establish a more definitive plan which will identify the academic skills needed to provide a balanced staff and require SP careerists undergoing training to take those courses that are most needed by the Office of Personnel.

In last month's report of actions on this recommendation of the Inspector General, we cited our project for using Developmental Gap Sheets to better identify academic skills needed by individual SP careerists and to specify other kinds of training needed by them. We initially distributed these sheets for completion on all employees in the grades GS-12 - GS-14 range who are assigned to the central Office of Personnel. Early this month we will have Gap Sheets completed on all GS-12 - GS-14 careerists in the components.

We intend to prepare Sheets on other professional careerists in the SP Service after we have had an opportunity to evaluate the results of the grade GS-12 - GS-14 survey and to prepare inventories of individual training needs. Implementation of the entire program probably will require several months.

Recommendation No. 4

Plan and initiate an internal Office of Personnel training program for new careerists, designed to give such careerists a knowledge of fundamental skills and of the Office of Personnel.

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Last month we announced our intention to develop a more structured program of in-house training of Personnel careerists. Since then, we convened a representative number of senior, mid, and junior Personnel careerists to solicit their views on the probable content and structure that such a program should take. The sessions were highly productive, not only in the obtainment of many worthwhile ideas but also because of the widespread interest manifested in the program.

There was a substantial consensus among the participants that training should be a continuing process applicable to all grade levels, although it was felt that training emphases probably should vary somewhat for new careerists versus more experienced professionals in the SP Service. There was almost complete agreement that training content for new careerists should be fairly formalized and contain practical instruction on how to do things.

Within the next month we hope to complete a tentative outline of the proposed course content and to subsequently discuss the material with a representative number of SP careerists.

Recommendation No. 11d

Seek professional advice in planning and submit a proposal for improving the decor of the []

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The Chairman of the Fine Arts Commission, [] was asked to comment on a list of recommendations for improving the decor of the []

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On 9 August, [] accompanied by the CIA Environmental Consultant, [] visited the [] concluded that the areas which comprise the [] are choice ones, and stated, "if they are kept in order they are in good taste." Drapery and carpeting, which were included in the aforementioned recommendations, were, in his opinion, unwarranted. He suggested that at the time of repainting it might be possible to introduce an appropriate and more appealing paint design throughout Agency-controlled areas. We are pursuing this possibility with the Office of Logistics, Logistics Services Division and will advise what action, if any, can be taken.

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[]
Harry B. Fisher
Director of Personnel

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